

The Church of the Holy Innocents, High Beach Parish Co-ordinator Job Description January 2025

Terms and Conditions

- 12 hours a week at £13.15 per hour (London living wage)
- The postholder is expected to work mainly from home
- The church will provide a laptop, printer and mobile phone and pay travel expenses as agreed.
- 20 days Annual Leave + 8 Bank Holidays, Pro rata'd – (67.2 hours a year for a normal 12 hour week)
- Occasional weekend working, is required.
- A DBS check will be undertaken for the successful candidate.
- 6 months probation period
- Some lone working at the church may be required.

Hours: -

- Flexibility to work at weekends on occasions (inc. Sunday mornings)
- Flexible other times during week
- Ability to attend Parish Office & The Church of the Holy Innocents, High Beach as required.

Introduction

The Parish Co-ordinator is at the heart of the community of the Church of the Holy Innocents at High Beach. They play a pivotal role in co-ordinating church activities, supporting the clergy and church officers, communicating with and supporting parishioners, wedding couples and families organising baptisms and funerals. They also support church events and functions and maintain the church to ensure its smooth running.

The role of the Parish Co-ordinator is to:

1. Provide administrative support for clergy, churchwardens and liaison with Waltham Abbey Parish Office
2. Support arrangements for church services, baptisms, weddings and funerals
3. Support church communications
4. Coordinate church cleaning, maintenance and supplies
5. Other support as required

Detailed task list

1. Provide administrative support for clergy, churchwardens and liaison with WA Parish Office

- Manage the church diary including liaising with the Waltham Abbey Parish Office over bookings for weddings, blessings, renewal of vows, baptisms and funerals.
- Setting up and managing the church rotas for tasks such as refreshments, sides people etc.
- Maintaining list of church key holders
- Post-box - Check regularly and distribute mail
- Maintain Church records such as service numbers, key holders, post holders etc
- Assist in compilation of statistics for mission, surveys, annual report etc
- Research and adopt online shared resources to support shared documentation for clergy, churchwardens and treasurer in compliance with GDPR requirements.
- In liaison with clergy and churchwardens, to ensure efficient and safe retention of records, archiving and destruction of out-of-date materials.

2. Support arrangements for church services, weddings, baptisms and funerals

Support for Treasurer

- Ensure Gift Aid envelopes are available on pews
- Clear donation boxes and candle collection boxes on a regular basis and count money
- Complete Diocesan Board of Finance Assignment Sheets on a monthly basis

Weddings

- Liaise with Waltham Abbey Parish Office re bookings
- Ensuring all information documents are UpToDate
- Keep an up-to-date spreadsheet of weddings, payments and arrangements
- Communicate with wedding couples about booking arrangements and arrange meetings with clergy as needed.
- Liaise with Organist, Flower Arrangers, Verger Co-ordinator, Choir Co-ordinator, Bell ringers, and Treasurer to ensure information and arrangements are known.
- Invoice couples for deposits and final fees
- Arrange banns of marriage to be read and produce certificates as needed
- Complete the marriage document and ensure its submitted to the Registry office post wedding
- Ensure wedding candles and celebration certificate are available as required

Baptisms

- Liaise with Waltham Abbey Parish Office re bookings
- Communicate with baptism families and clergy regarding arrangements.

- Complete registers
- Produce baptism certificates and godparents' certificates
- Ensure that stationery, candles, bibles etc are available.

Funerals

- Liaise with Waltham Abbey Parish Office re bookings
- Complete Registers and burial forms as required.
- Invoicing/arranging fee payment and liaison with Treasurer
- Organising the preparation of ground for burial of ashes

Other events

- Attendance and support at other church events as required

3. Support church communications

- Oversee the management and update of the church website and social media
- Creating posters and social media posts through Canva or other software, and disseminating these in the local area.
- Administration of, and participation in the church WhatsApp Groups
- Maintaining contact details of parishioners, in compliance with GDPR
- Support of Electoral Roll officer to update parish records
- Creating a monthly what's on sheet, which is shared by WhatsApp and added to the website.
- Updating and printing church leaflets
- Maintain UpToDate information on church noticeboards

4. Coordinate church cleaning, maintenance and supplies

Maintaining supplies

- Ensure that the church has adequate supplies of items needed for its various tasks.

Regular Cleaning and Maintenance

- Liaise with church cleaner to ensure cleaning is done and any cleaning supplied ordered
- Ensure essential functions such as maintaining adequate oil supplies and waste disposal are done in timely manner
- Checking heating timing is appropriate and heating switched on for services and events and off when not required
- Check and replace batteries for microphones
- Taking and submitting electricity readings

- In liaison with church wardens, making arrangements for regular maintenance checks etc and that a full record is kept and invoices sent to book keeper for payment.
- Opening and closing the church for contractors including staying to supervise work if necessary

5. Other support as required

- To work with clergy to provide other administrative and support services as required

Person Specification

Required

- Strong administrative skills and experience
- Systematic approach to record keeping
- Understanding of, (or willingness to learn) website management, social media and publishing software
- Warm and welcoming style - Ability to liaise positively with parishioners, public, contractors, Parish Office
- Ability to maintain confidential information
- Ability to remain calm in a crisis
- Flexibility
- Ability to use administrative IT systems
- An understanding of, or willingness to learn about, Church of England systems and structures
- Being in sympathy with the aims and objectives of the Church of England
- Own transportation.